

Purpose**Purpose**

Employee Self-Service (ESS) enables employees to perform administrative tasks in support of life and work events.

The **Who's Who** service is located in the 'My Employee Search' workset in ESS. Employees can use this service to search for other State employees (e.g. an employee data base). The employee profiles displayed include basic information, such as organizational data and work contact information.

Trigger

Use this service in Employee Self-Service (ESS) to search for employees by name and find basic information about other State employees.

Prerequisites

- A MySCEmployee portal user ID.
- ESS users must have an employee master record (e.g. a personnel number) in SAP with an active Communications Infotype record (IT0105).
- Applicable roles and authorizations (portal and SAP).

Menu Path

Use the following menu path(s) to begin this transaction:

- MySCEmployee Portal ➔ ESS ➔ My Employee Search ➔ Who's Who

Transaction Code

ESS

Helpful Hints

- Always navigate within the MySCEmployee portal (utilize the tabs, links, etc.). Do not use the 'Back' and 'Forward' buttons on the Internet Explorer (I.E.) toolbar, as they can give atypical results.

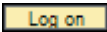
Procedure

1. Start all ESS application by logging on to the MySCEmployee Portal:



2. As required, complete/review the following fields:

| Field | R/O/C | Description |
|------------|-------|----------------------------------|
| User ID * | R | The MySCEmployee Portal User ID. |
| Password * | R | The employee's password. |

3. Click the Log on button .



After the user is logged on, the tabs on the main page will vary by user, depending on their roles and authorizations. For example, only managers will see a tab for Manager Self-Service (MSS) when they log on to the MySCEmployee portal.



When using web applications that maintain or create data, always ensure you leave the application (or log off) when you complete your work. This will prevent record locking.

4. After logging on, the user will be defaulted to the MySCEmployee Home Page.

Welcome essuser1, **MySCEmployee** powered by **SCEIS** [Help](#) | [Personalize](#) | [Log Off](#)

Welcome | **Employee Self Service**
Alerts and Information | Universal Worklist

History | Back | Forward

Welcome to the SCEIS Employee Portal

A revised agency rollout schedule approved September 15 by the SCEIS Executive Oversight Committee adjusts the timing of future implementations, while keeping the original Project completion date of July 2010. In the new schedule, agencies will go live in just two large rollouts, rather than a series of frequent smaller rollouts. (The upcoming FF2 rollout on November 3, 2008, is unchanged.) In the revised plan, the previously-identified Functional Fit 3 and 4 agencies and most of the broader-scope Wave agencies will all go live together, in a large Phase 3 rollout on November 2, 2009. A final rollout, Phase 4, will complete the SCEIS agency implementations on May 3, 2010. Between now and Phase 3, the SCEIS Project Team is working on development of the Human Resources / Payroll modules and a number of projects with enterprise-wide impacts, to establish the foundation set for all additional rollouts.

News Of Interest

- A revised agency rollout schedule approved September 15 by the SCEIS Executive Oversight Committee adjusts the timing of future implementations, while keeping the original Project completion date of July 2010. In the new schedule, agencies will go live in just two large rollouts, rather than a series of frequent smaller rollouts. (The upcoming FF2 rollout on November 3, 2008, is unchanged.)
- Finalizing roll out phases. In the revised plan, the previously-identified Functional Fit 3 and 4 agencies and most of the broader-scope Wave agencies will all go live together, in a large Phase 3 rollout on November 2, 2009. A final rollout, Phase 4, will complete the SCEIS agency implementations on May 3, 2010. Between now and Phase 3, the SCEIS Project Team is working on development of the Human Resources / Payroll modules and a number of projects with enterprise-wide impacts, to establish the foundation set for all additional rollouts.
- Note: The Portal will be unavailable weekdays from 8pm to 9pm and on Sundays from 2 to 5 pm for regular Maintenance.

Helpful Links

- SC Gov
- Employee Insurance Program (EIP)
- Retirement Systems
- Office of Human Resources (OHR)
- State Holidays
- SCEIS
- BLOG

5. Click the Employee Self-Services tab

Welcome essuser1, **MySCEmployee** powered by **SCEIS**

Welcome | **Employee Self Service**
My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

Employee Self-Service provides South Carolina employees with easy access to information and services.

My Employee Search
*State Employee Directory

My Pay
*Pay Statements
*Total Comp Statement
*Employee Verification
*Bank Information (Direct Deposit)
*W-4 Tax Withholding
*Voluntary Deductions

My Benefits
*Employee Insurance Program Websites
*Retirement Forms

My Career
*State Jobs
*Training and Development

My Working Time
*Record Working Time
*Holiday Schedule
*Leave Requests
*Quota Overview
*State Employee Leave Package
*Time Statements

My Personal Info
*Address and Emergency Contacts
*Personal Data



My Travel and Expenses
*Expense Reports
*Travel Requests

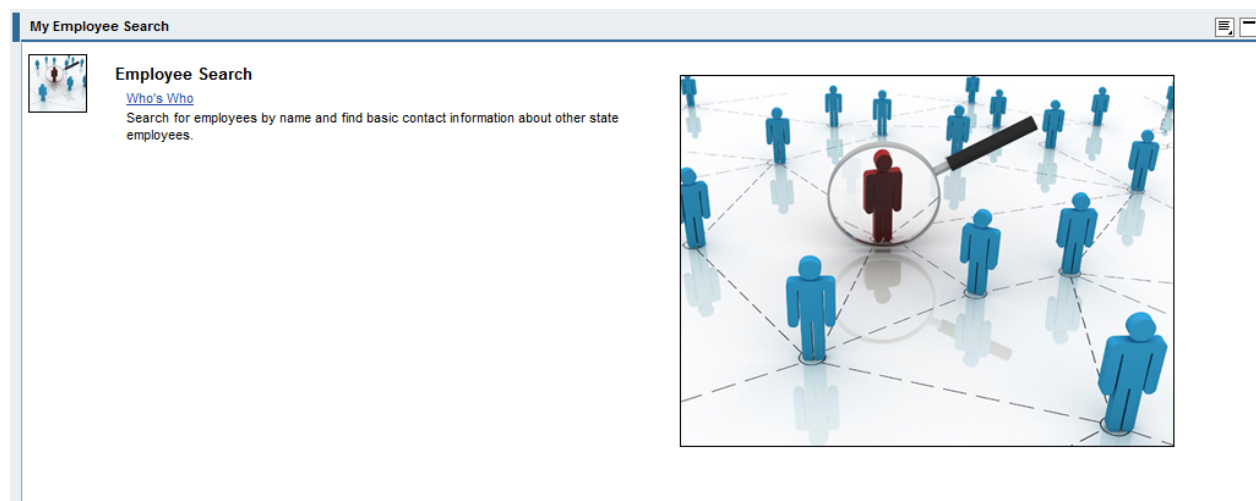


The **My Overview** page shows all the available worksets in ESS. A workset is a grouping of web applications based on a functional area (e.g. Benefits, Pay, Time Management, etc.).

6. Users can go to the next level of navigation, (the area page), by selecting the workset in three possible actions. Select the workset by

performing one of the following functions:

| Activity | Notes |
|---|--|
|  | Select the workset TAB . The workset tabs are located below the main ESS tab. |
|  | Click the ICON for the workset. |
| My Employee Search | Click the main LINK for the workset. |



The area page includes all the associated web services/applications for that workset, the links to access the applications, and a short description of each application (if applicable).

7. To go to the **Who's Who** service, click the link [Who's Who](#).
8. The initial screen for **Who's Who** is displayed:

The screenshot shows the MySCEmployee Employee Self-Service portal. The header includes a welcome message for 'essuser1', the MySCEmployee logo, and a navigation bar with links: Welcome, Employee Self-Service, My Overview, My Employee Search, My Working Time, My Pay, My Personal Info, My Benefits, My Travel and Expenses, and My Career. The main content area is titled 'Who's Who' and contains a search form. The form has a heading 'Please enter the search criteria' and a link for 'Advanced search'. Below this are input fields for 'Last name:' and 'First name:'. At the bottom of the form are 'Search...' and 'Exit' buttons.

Welcome essuser1, **MySCEmployee**
powered by **SCES**

Welcome | Employee Self-Service

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

Who's Who

Who's Who

Please enter the search criteria

[Advanced search](#)

Last name:

First name:

9. To expand the search criteria, click the link [Advanced search](#).

Welcome essuser1, **MySCEmployee**
powered by SCEIS

Welcome | **Employee Self-Service** | My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

Who's Who

Who's Who

Please enter the search criteria

[End advanced search](#)

Last name:

First name:

Organizational unit:

10. As required, complete/review the following fields:

| Field | R/O/C | Description |
|---------------------|-------|---|
| Last name | O | Employee's last name or surname. |
| First name | O | Employee's first or given name. |
| Organizational unit | O | An organization unit represents any type of organizational entity found within a company. For example, Company, Business Unit, Functional Area. |



The search screen uses a wild card (*) search capability. For example, enter GR* to return all last names starting with GR (Greene, Grey, Gross, etc.).



The search fields are NOT case sensitive.

11. Enter the search criteria and click  to go to the search results list.

Welcome **essuser1**, **MySCEmployee**
powered by **SOEIS**

Welcome | Employee Self-Service

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

Who's Who

Who's Who

Please enter the search criteria

[End advanced search](#)

Last name:

First name:

Organizational unit:

Result List

| First name | Last name | Middle name | Personnel area | Organizational unit |
|-------------|---------------------------------|-------------|-------------------------------|---|
| ANGELA | GREGORY | J | OFFICE OF THE STATE TREASURER | ACCOUNTING SERVICES DIVIS |
| BARBARA | GAYDOS | L | STATE AUDITOR OFFICE | MEDICAID DIVISION |
| BRENDA | GADSON-HUMPHREY | C | OFFICE OF THE STATE TREASURER | INVESTMENT SERVICES DIVIS |
| BRENDA | GRAYS | F | OFFICE OF THE STATE TREASURER | INVESTMENT SERVICES DIVIS |
| BRIDGETTE | GOFF | | WILL LOU GRAY OPPORTUNITY SCH | EDUCATION SERVICES |
| CARLA | GRIFFIN | | DEPARTMENT OF INSURANCE | POLICY FORMS/RATES DIVIS |
| CATRINA | GRAHAM | | WILL LOU GRAY OPPORTUNITY SCH | EDUCATION SERVICES |
| CHRISTOPHER | GIBBONS | W | JUDICIAL DEPARTMENT | |
| DAVID | GOBLE | | STATE LIBRARY | DIRECTORS OFFICE |
| GARY | GUARD | | DEPARTMENT OF CORRECTIONS | DEPARTMENT OF CORRECTIONS |
| GEORGE | GENTRY | | STATE AUDITOR OFFICE | ADMINISTRATION DIVISION |

12. Perform one of the following:

| If | Then |
|---|---|
| You want to revise your search, re-enter data into the selection fields. | Click <input type="button" value="Search..."/> |
| You want to go back to the previous screen and start a new search. | Click <input type="button" value="New Search"/> |
| You want to exit all search functions and return to the 'My Employee Search' area page. | Click <input type="button" value="Exit"/> |

13. Select an item from the Results List to display that employee's profile:

The screenshot shows the 'MySCEmployee' web application interface. At the top, there is a header with 'Welcome essuser1,' and the 'MySCEmployee' logo, which includes the text 'powered by SCEIS'. Below the header is a navigation bar with links: 'Welcome', 'Employee Self-Service', 'My Overview', 'My Employee Search', 'My Working Time', 'My Pay', 'My Personal Info', 'My Benefits', 'My Travel and Expenses', and 'My Career'. The main content area is titled 'Who's Who' and contains search fields for 'First name:' and 'Organizational unit:'. Below these fields are buttons for 'Search...', 'New Search', and 'Exit'. The search results display the 'Employee profile for ANGELA J. GREGORY'. This profile is organized into three sections: 'Communication' (listing Area Code + Telephone: 803-832-1000, Extension: X9099, and E-mail: ANGELA.GREGORY@SCEIS.SC.GOV), 'Department' (listing Organizational unit: ACCOUNTING SERVICES DIVIS), and 'Miscellaneous' (listing Last name: GREGORY, First name: ANGELA, Middle name: J, and Personnel area: OFFICE OF THE STATE TREASURER). At the bottom of the profile section is a 'Back to Result List' button.

14. To go back to the Results List screen, click [Back to Result List](#).
15. To go back to the 'My Employee Search' area page, click [Exit](#).

Result

You have performed a search for a state employee by name or other search criteria.